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1.0 INTRODUCTION

The following procedures are designed to assist you, the External Users, in maneuvering through DMV's **Internet** system for filing SR22's and SR26's.

If you need HELP

For SR22/26 Program Questions, call **Insurance Compliance**, **(804) 367-0417**

For Use Agreement Questions, call **Memorandum of Understanding Coordinator** (804) 367-0417

For Technical Difficulties, call **Network Support** (804) 367-6857

NOTE: When you are ready to test contact, (804)367-0417, with the customer numbers that you will be using to conduct your testing for SR22/26's.

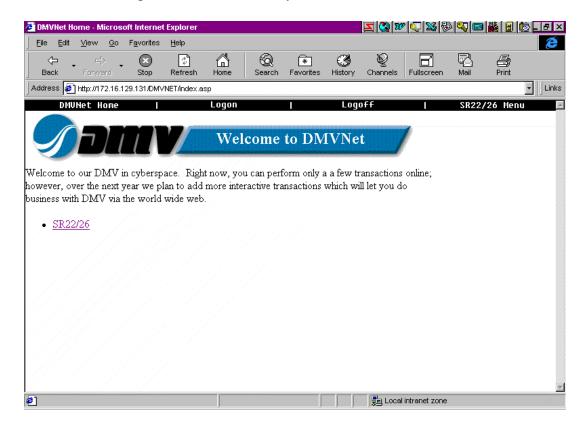
2.0 ACCESSING DMVNET HOME PAGE

Step 1 Log on to your Internet Server (i.e.: AOL (America On Line), Netscape, Microsoft Internet Explorer)

Step 2 To access the *DMVNet Home Page*, enter the following:

http://www.dmv.state.va.us./DMVNet/

To access the DMVNet Login screen click on the **SR22/26** button, or TAB to the **SR22/26** button and press the **<ENTER>** key.



There will also be a link from the VIPNET transcript page to access the SR22/26 Menu.

When the following messages are displayed the system is unavailable for use, you will need to try again at a later time.

Service is unavailable, please try again later.

-Or-

Connection unavailable, please try again later.

-Or-

Connection timed out, please try again.

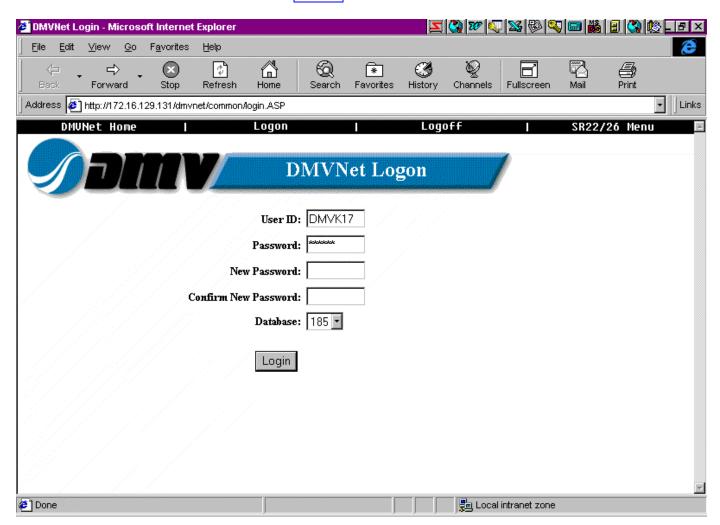
3.0 LOGGING ON

The *DMVNet Logon* page will be displayed, enter the following fields:

- 1. Enter your DMV assigned *USER ID*. (EX: DMVA01)
- 2. Enter your password. NOTE: Your password can be 5 to 8 characters long.)
- 3. Click on the LOGIN button or press the **ENTER**> key.

NOTE: If your password has expired you will need to change your password. Enter the following fields: **NOTE:** Your password will expire every 30 days.

- A. Enter your new password, which must be at least 5 characters, but no more than 8 characters long, in the **New Password** field. Your password may not include special characters, such as &, *, -, @, or %. Your password must be different than the previous password. Your password will expire every 30 days.
- B. Retype your new password in the **Confirm New Password** field.
- C. Click on the LOGIN button or press the **ENTER**> key.

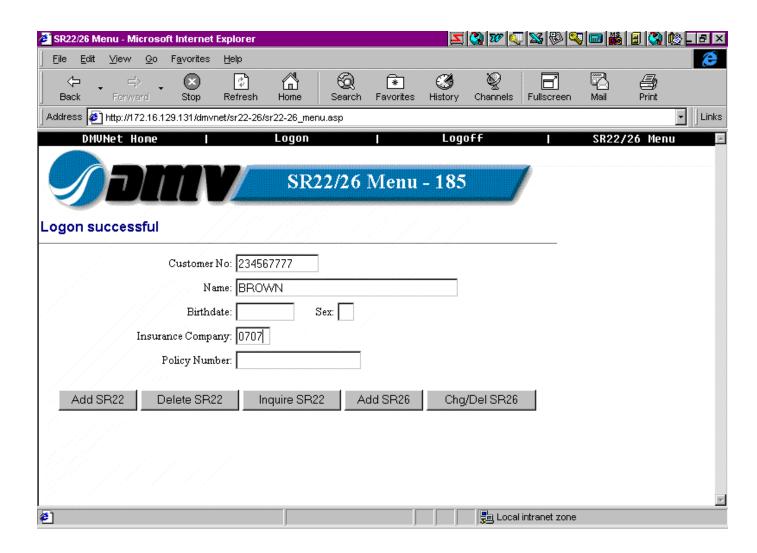


4. This will take you to the **SR22/26 Menu** page.

4.0 ADD SR22

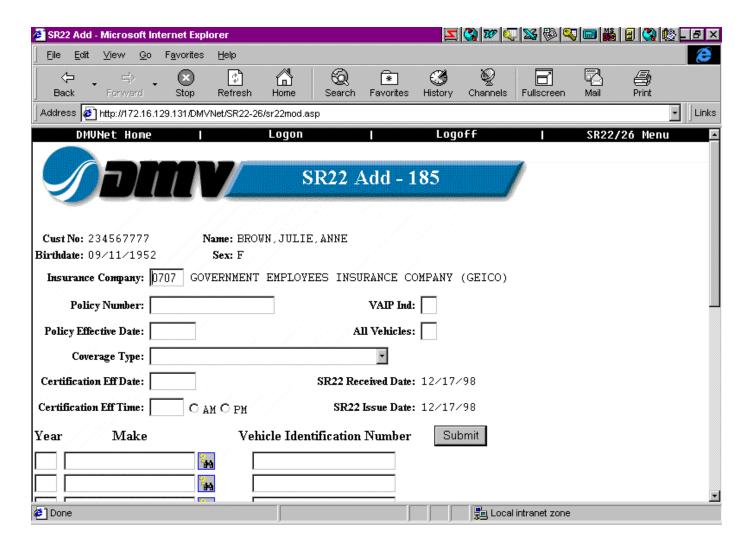
The SR22/26 Menu page is displayed, enter the following fields:

- 1. Enter the customer number in the **Customer No** field. *This is a required field*.
- 2. Enter the customer's last name in the **Name** field. *This is a required field*. **(EX: BROWN)**
- 3. Enter the Insurance Company code in the **Insurance Company** field. *This is a required field*.
- 4. Enter the Insurance Company Policy Number in the **Policy Number** field. *This is an optional field*
- 5. Click on the ADD SR22 button, or if you do not have a mouse **TAB** to the **Add SR22** button and press the **<ENTER>** key.



4.0 ADD SR22 (cont.)

The **SR22 Add** page is displayed. The following fields will be displayed. Verify the customer information displayed is the correct customer. If the incorrect customer is displayed, click on the button and re-enter customer information.



- 1. The **Cust No** field is displayed with the customer number.
- 2. The **Name** field is displayed with the customer's full name. **(EX: BROWN,JULIE,ANNE)**
- 3. The **Birthdate** field is displayed with the customer's date of birth.
- 4. The **Sex** field is displayed. ($\mathbf{F} = \mathbf{Female}, \mathbf{M} = \mathbf{Male}$)
- 5. The **Insurance Company** field is displayed with the Insurance Company code and Company name. The Insurance Company code can be changed if the incorrect company is displayed. Enter the correct Insurance Company code and press the **<ENTER>** key. The new code will be displayed with the Insurance Company name.

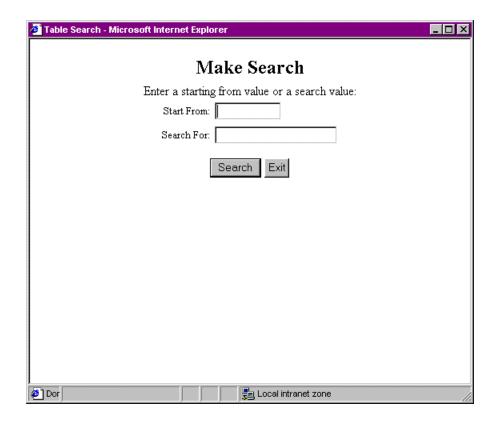
Enter the following fields:

- 6. Enter the **Policy Number** (if this was not entered on the menu page). *This is a required field*.
- 7. Enter "Y" in the VAIP Ind field. This field is for the Virginia Auto Insurance Plan use only. If not the Virginia Auto Insurance Plan leave field blank.
- 8. Enter the **Policy Effective Date** for the insurance policy. *This is a required field*.
- 9. Leave this field blank.
- 10. Enter type of insurance coverage in the Coverage Type field. This is a required field.
 - NOTE: Click on the button to scroll through the coverage types, or you can enter "O" or "P" scroll through the entries that begin with these letters. Click on the entry you want or if scrolling with the "O" or "P", when entry is located stop scrolling. That entry will display in the field.
- 11. Enter the Certification Effective Date in the **Certification Eff Date** field. *This is a required field*.
- 12. The **SR22 Received Date** field is displayed with the current date.
- 13. Enter the time the policy is effective in the **Certification Eff Time** field. You must indicate if **AM** or **PM**. *This is an optional field*.
- 14. The **SR22 Issue Date** field is displayed with the current date.
- 15. If the coverage type is *operator*, click on the SUBMIT button, or press the **<ENTER>** key.

-OR-

- 16. Enter year of the vehicle being covered. This is a required field if the coverage type is Owner or Owner/Operator Broad Form. (EX: 96)
- 17. Enter vehicle make. This is a required field if the coverage type is Owner or Owner/Operator Broad Form. (EX: FORD, OLDS, CHEV)

NOTE: If the data entry code for a make is not known, click on the binocular button to search for a vehicle make.



On the Search Page enter the following fields:

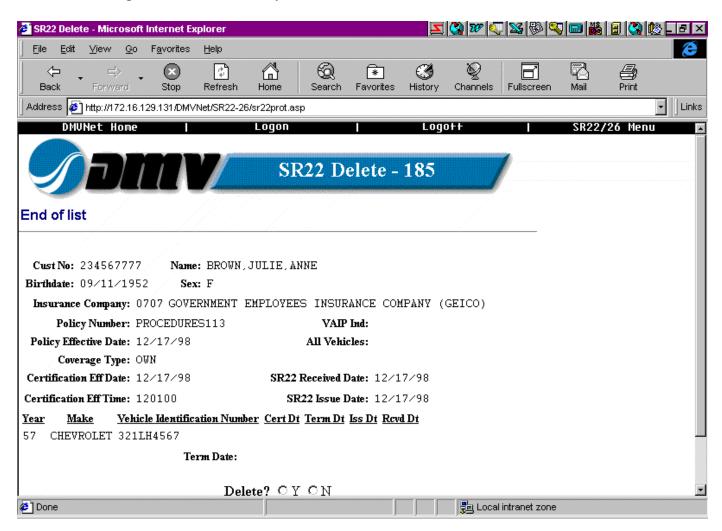
A. **Start From** - Enter a letter or part of beginning of vehicle make. **(EX: CHE, OLD)**

AND/OR

- B. Search For Enter a Vehicle Make.
- C. Click on the **SEARCH** button. The Table Code (Table Description) will be displayed.
- D. Highlight an entry then click on the **SELECT THIS VALUE** button. The make will be displayed in the make field. Repeat this for each vehicle.
- 18. Enter the Vehicle Identification Number (VIN) in the **Vehicle Identification Number** field.
- 19. Click on the **SUBMIT** button, or press the **ENTER**> key.
- 20. The message "TRANSACTION PROCESSED" will be displayed on the SR22/26 Menu page.

On the SR22/26 Menu page enter the following fields:

- 1. Enter the customer number in the **Customer No** field. *This is a required field*.
- 2. Enter the customer's last name in the **Name** field. *This is a required field*. **(EX: BROWN)**
- 3. Enter the Insurance Company code in the **Insurance Company** field. *This is a required field*.
- 4. Enter the Insurance Company Policy Number in the **Policy Number** field. *This is an optional field*.
- 5. Click on the **DELETE SR22** button, or if you do not have a mouse **TAB** to the **Delete SR22** button and press the **<ENTER>** key.



The **SR22 Delete** page is displayed. The following fields will be displayed. Verify the customer and insurance information displayed is the correct customer. If the incorrect customer is displayed, click on the button and re-enter customer information.

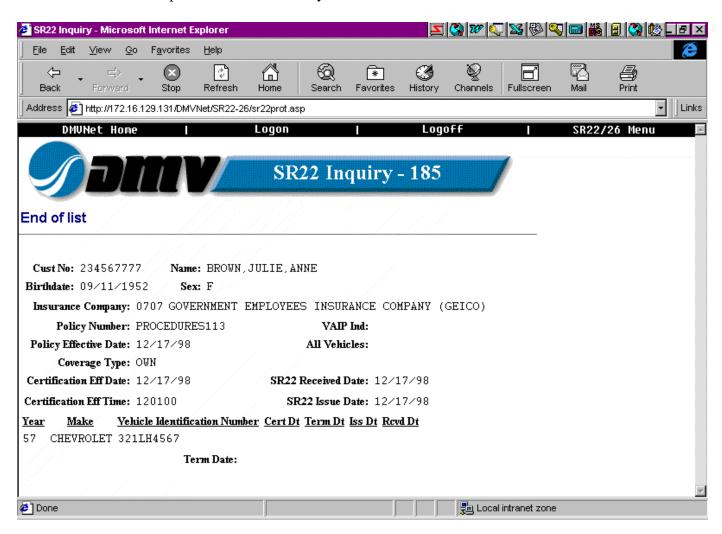
- 1. The **Cust No** field is displayed with the customer number.
- 2. The **Name** field is displayed with the customer's full name. **(EX: BROWN,JULIE,ANNE)**
- 3. The **Birthdate** field is displayed with the customer's date of birth.
- 4. The **Sex** field is displayed with the customer's sex. ($\mathbf{F} = \mathbf{Female}, \mathbf{M} = \mathbf{Male}$)
- 5. The **Insurance Company** field is displayed with the Insurance Company code and Company name.
- 6. **'Y'** in the **VAIP Ind** field indicates the Virginia Auto Insurance Plan.
- 7. The **Policy Effective Date** is displayed.
- 8. The **Coverage Type** code is displayed: **OWN** = Owner, **OPR** = Operator, **BFC** = Owner/Operator Broad Form.
- 9. The **Certification Eff Date** is displayed.
- 10. The **SR22 Received Date** is displayed.
- 11. The **Certification Eff Time** is displayed.
- 12. The **SR22 Issue Date** is displayed
- 13. The **Year** of the Vehicle is displayed.
- 14. The **Make** of the Vehicle is displayed.
- 15. The **Vehicle Identification Number** is displayed.
- 16. The **Cert Dt** for the SR26 will be displayed if applicable for this vehicle.
- 17. The **Term Dt** for the SR26 will be displayed if applicable for this vehicle.
- 18. The **Issue Dt** for the SR26 will be displayed if applicable for this vehicle.
- 19. The **Rcvd Dt** for the SR26 will be displayed if applicable for this vehicle.

5.0 DELETE SR22 (cont.)

- 20. The **Term Date** for the policy will be displayed.
- 21. Click on 'Y' if you want to delete this SR22, or click on 'N' if you do not want to delete this SR22.
- 22. Click on the **SUBMIT** button or press the **ENTER**> key.
- 23. The message "TRANSACTION PROCESSED" will be displayed on the SR22/26 Menu page.

On the SR22/26 Menu page enter the following fields:

- 1. Enter the customer number in the **Customer No** field. *This is a required field*.
- 2. Enter the customer's last name in the **Name** field. *This is a required field*. **(EX: BROWN)**
- 3. Enter the Insurance Company code in the **Insurance Company** field. *This is a required field*.
- 4. Enter the Insurance Company Policy Number in the **Policy Number** field. *This is an optional field*.
- 5. Click on the **INQUIRE SR22** button, or if you do not have a mouse **TAB** to the **Inquire SR22** button and press the **<ENTER>** key.



The **SR22 Inquiry** page is displayed. The following fields will be displayed. Verify the customer and insurance information displayed is the correct customer. If the incorrect customer is displayed, click on the button and re-enter customer information.

- 1. The **Cust No** field is displayed with the customer number.
- 2. The **Name** field is displayed with the customer's full name. **(EX: BROWN,JULIE,ANNE)**
- 3. The **Birthdate** field is displayed with the customer's date of birth.
- 4. The **Sex** field is displayed with the customer's sex. ($\mathbf{F} = \mathbf{Female}, \mathbf{M} = \mathbf{Male}$)
- 5. The **Insurance Company** field is displayed with the Insurance Company code and Company name.
- 6. **Y'** in the **VAIP Ind** field indicates the Virginia Auto Insurance Plan.
- 7. The **Policy Effective Date** is displayed.
- 8. The **Coverage Type** code is displayed: **OWN** = Owner, **OPR** = Operator, **BFC** = Owner/Operator Broad Form.
- 9. The **Certification Eff Date** is displayed.
- 10. The **SR22 Received Date** is displayed.
- 11. The **Certification Eff Time** is displayed.
- 12. The **SR22 Issue Date** is displayed
- 13. The **Year** of the Vehicle is displayed.
- 14. The **Make** of the Vehicle is displayed.
- 15. The **Vehicle Identification Number** is displayed.
- 16. The **Cert Dt** for the SR26 will be displayed if applicable for this vehicle.
- 17. The **Term Dt** for the SR26 will be displayed if applicable for this vehicle.
- 18. The **Issue Dt** for the SR26 will be displayed if applicable for this vehicle.
- 19. The **Rcvd Dt** for the SR26 will be displayed if applicable for this vehicle.

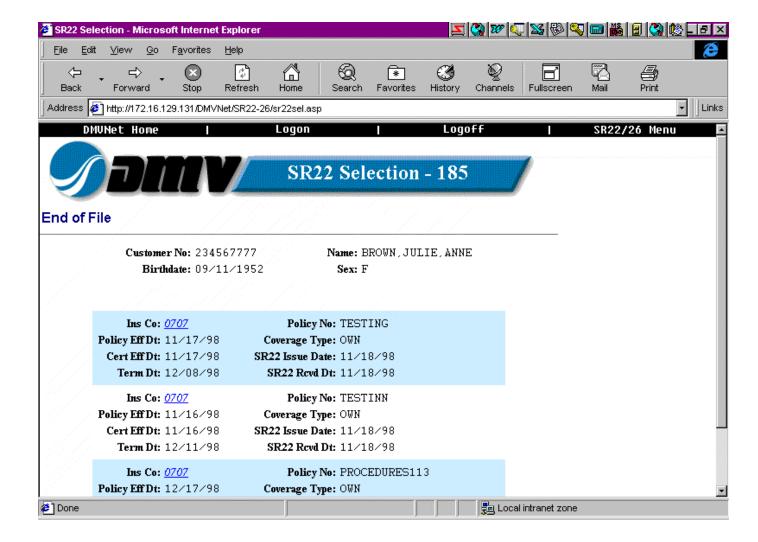
6.0 INQUIRE ON SR22 (cont.)

- 20. The **Term Date** for the policy will be displayed.

7.0 SR22 SELECTION

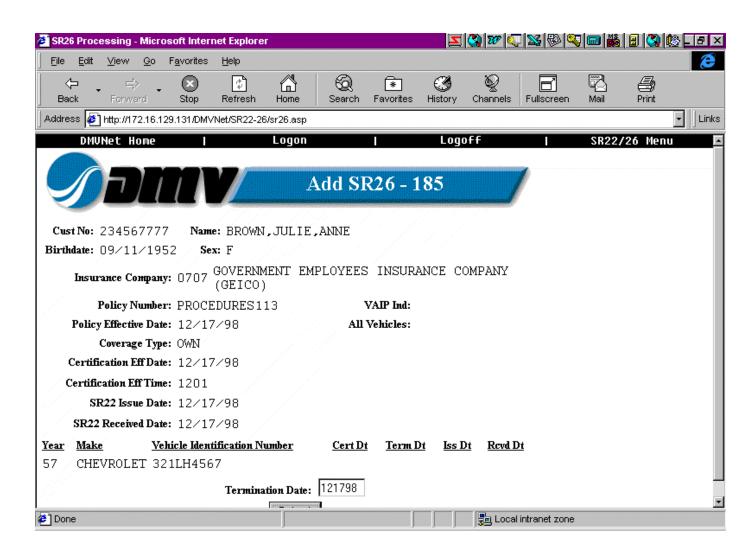
The **SR22 Selection** page will automatically be displayed when there are more than one SR22 on file for the Insurance Company. To make a selection click on the **Ins Co** code.

Note: The cursor will become a hand (♠). If you do not have a mouse **TAB** to the **Ins Co** Code that you wish to view and press the **<ENTER>** key.



The SR22/26 Menu page is displayed, enter the following fields:

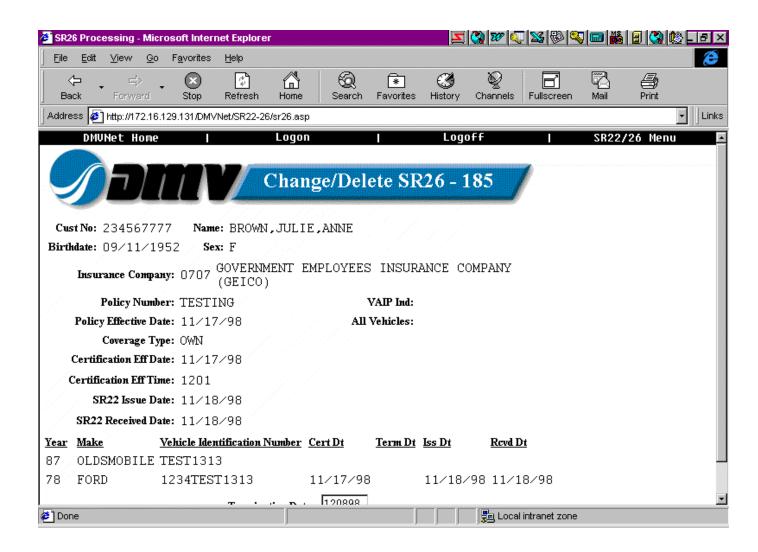
- 1. Enter the customer number in the **Customer No** field. *This is a required field*.
- 2. Enter the customer's last name in the **Name** field. *This is a required field*. **(EX: BROWN)**
- 3. Enter the Insurance Company code in the **Insurance Company** field. *This is a required field*.
- 4. Enter the Insurance Company Policy Number in the **Policy Number** field. *This is an optional field*
- 5. Click on the ADD SR26 button, or if you do not have a mouse TAB to the Add SR26 button and press the <ENTER> key.



- 7. **Y'** in the **VAIP Ind** field indicates the Virginia Auto Insurance Plan.
- 8. The **Policy Effective Date** is displayed.
- 9. The **Coverage Type** code is displayed: **OWN** = Owner, **OPR** = Operator, **BFC** = Owner/Operator Broad Form.
- 10. The **Certification Eff Date** is displayed.
- 11. The **Certification Eff Time** is displayed.
- 12. The **SR22 Issue Date** is displayed
- 13. The **SR22 Received Date** is displayed.
- 13. The **Year** of the Vehicle is displayed.
- 14. The **Make** of the Vehicle is displayed.
- 15. The **Vehicle Identification Number** is displayed.
- 16. The **Cert Dt** for the SR26 will be displayed if applicable for this vehicle.
- 17. The **Term Dt** for the SR26 will be displayed if applicable for this vehicle.
- 18. The **Issue Dt** for the SR26 will be displayed if applicable for this vehicle.
- 19. The **Rcvd Dt** for the SR26 will be displayed if applicable for this vehicle.
- 20. Enter the **TERMINATION DATE**. (EX: 120898)
- 21. Click on the **SUBMIT** button or press the
- 23. The message "TRANSACTION PROCESSED" will be displayed on the SR22/26 Menu page.

On the SR22/26 Menu page enter the following fields:

- 1. Enter the customer number in the **Customer No** field. *This is a required field*.
- 2. Enter the customer's last name in the **Name** field. *This is a required field*. **(EX: BROWN)**
- 3. Enter the Insurance Company code in the **Insurance Company** field. *This is a required field*.
- 4. Enter the Insurance Company Policy Number in the **Policy Number** field. *This is an optional field*.
- 5. Click on the CHANGE/DELETE SR26 button, or if you do not have a mouse TAB to the Delete SR26 button and press the <ENTER> key.



The **SR26 Change/Delete** page is displayed. The following fields will be displayed. Verify the customer and insurance information displayed is the correct customer. If the incorrect customer is displayed, click on the \Box BACK button and re-enter customer information.

- 1. The **Cust No** field is displayed with the customer number.
- 2. The **Name** field is displayed with the customer's full name. **(EX: BROWN,JULIE,ANNE)**
- 3. The **Birthdate** field is displayed with the customer's date of birth.
- 4. The **Sex** field is displayed with the customer's sex. ($\mathbf{F} = \mathbf{Female}, \mathbf{M} = \mathbf{Male}$)
- 5. The **Insurance Company** field is displayed with the Insurance Company code and Company name.
- 6. **Y'** in the **VAIP Ind** field indicates the Virginia Auto Insurance Plan.
- 7. The **Policy Effective Date** is displayed.
- 8. The **Coverage Type** code is displayed: **OWN** = Owner, **OPR** = Operator, **BFC** = Owner/Operator Broad Form.
- 9. The **Certification Eff Date** is displayed.
- 10. The **SR22 Received Date** is displayed.
- 11. The **Certification Eff Time** is displayed.
- 12. The **SR22 Issue Date** is displayed
- 13. The **Year** of the Vehicle is displayed.
- 14. The **Make** of the Vehicle is displayed.
- 15. The **Vehicle Identification Number** is displayed.
- 16. The **Cert Dt** for the SR26 will be displayed if applicable for this vehicle.
- 17. The **Term Dt** for the SR26 will be displayed if applicable for this vehicle.
- 18. The **Issue Dt** for the SR26 will be displayed if applicable for this vehicle.
- 19. The **Rcvd Dt** for the SR26 will be displayed if applicable for this vehicle.

9.0 CHANGE/DELETE SR26 (cont.)

- 20. The **Termination Date** for the policy will be displayed.
- 21. To change the termination date on the **SR26** blank out the date and re-enter the correct date. To delete the **SR26**, blank out the termination date.
- 22. Click on the SUBMIT button or press the **ENTER**> key.
- 23. The message "TRANSACTION PROCESSED" will be displayed on the SR22/26 Menu page.

10.0 SR26 SELECTION

The **SR26 Selection** page will automatically be displayed when there are more than one SR26 on file for the Insurance Company. To make a selection click on the **Ins Co** code.

Note: The cursor will become a hand (♠). If you do not have a mouse **TAB** to the **Ins Co** Code that you wish to view and press the **<ENTER>** key.

